

**Province: Municipality(LIM472) - Schedule of Service Delivery Standards**

Standard	Description	Service Level
<b>Solid Waste Removal</b>		
Premise based removal (Residential Frequency)		Once a week
Premise based removal (Business Frequency)		Three times, daily for fast food outlets
Bulk Removal (Frequency)		Twice a week
Removal Bags provided(Yes/No)		No
Garden refuse removal Included (Yes/No)		No
Street Cleaning Frequency in CBD		Daily including weekends
Street Cleaning Frequency in areas excluding CBD		Daily excluding weekends
How soon are public areas cleaned after events (24hours/48hours/longer)		24 hours
Clearing of illegal dumping (24hours/48hours/longer)		Longer
Recycling or environmentally friendly practices(Yes/No)		Yes
Licensed landfill site(Yes/No)		Yes
<b>Water Service</b>		
Water Quality rating (Blue/Green/Brown/NO drop)		
Is free water available to all? (All/only to the indigent consumers)		
Frequency of meter reading? (per month, per year)		
Are estimated consumption calculated on actual consumption over (two month's/three month's/longer period)		
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		
<b>Duration (hours) before availability of water is restored in cases of service interruption (complete the sub questions)</b>		
One service connection affected (number of hours)		
Up to 5 service connection affected (number of hours)		
Up to 20 service connection affected (number of hours)		
Feeder pipe larger than 800mm (number of hours)		
What is the average minimum water flow in your municipality?		
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)		
How long does it take to replace faulty water meters? (days)		
Do you have a cathodic protection system in place that is operational at this stage? (Yes/No)		
<b>Electricity Service</b>		
What is your electricity availability percentage on average per month?		100%
Does your municipality have a ripple control in place that is operational? (Yes/No)		No
How much do you estimate is the cost saving in utilizing the ripple control system?		None
What is the frequency of meters being read? (per month, per year)		Per month
Are estimated consumption calculated at consumption over (two month's/three month's/longer period)		Three months
On average for how long does the municipality use estimates before reverting back to actual readings? (months)		Three months

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Duration before availability of electricity is restored in cases of breakages (immediately/one day/two days/longer)	One day
Are accounts normally calculated on actual readings? (Yes/no)	Yes
Do you practice any environmental or scarce resource protection activities as part of your operations? (Yes/No)	Yes
How long does it take to replace faulty meters? (days)	One day
Do you have a plan to prevent illegal connections and prevention of electricity theft? (Yes/No)	No
How effective is the action plan in curbing line losses? (Good/Bad)	Good
How soon does the municipality provide a quotation to a customer upon a written request? (days)	Two days
How long does the municipality takes to provide electricity service where existing infrastructure can be used? (working days)	Two days
How long does the municipality takes to provide electricity service for low voltage users where network extension is not required? (working days)	Two days
How long does the municipality takes to provide electricity service for high voltage users where network extension is not required? (working days)	Two days
<b>Sewerage Service</b>	
Are your purification system effective enough to put water back in to the system after purification?	
To what extend do you subsidize your indigent consumers?	
<b>How long does it take to restore sewerage breakages on average</b>	
Severe overflow? (hours)	
Sewer blocked pipes: Large pipes? (Hours)	
Sewer blocked pipes: Small pipes? (Hours)	
Spillage clean-up? (hours)	
Replacement of manhole covers? (Hours)	
<b>Road Infrastructure Services</b>	
Time taken to repair a single pothole on a major road? (Hours)	Do not work on major roads
Time taken to repair a single pothole on a minor road? (Hours)	24 Hours
Time taken to repair a road following an open trench service crossing? (Hours)	60 Hours
Time taken to repair walkways? (Hours)	24 Hours
<b>Property valuations</b>	
How long does it take on average from completion to the first account being issued? (one month/three months or longer)	One month
Do you have any special rating properties? (Yes/No)	No
<b>Financial Management</b>	
Is there any change in the situation of unauthorised and wasteful expenditure over time? (Decrease/Increase)	Increase
Are the financial statement outsources? (Yes/No)	Yes
Are there Council adopted business process structuring the flow and management of documentation feeding to Trial Balance?	No
How long does it take for an Tax/Invoice to be paid from the date it has been received?	30 days
Is there advance planning from SCM unit linking all departmental plans quarterly and annually including for the next two to three years procurement plans?	Yes
<b>Administration</b>	

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Reaction time on enquiries and requests?		2 days
Time to respond to a verbal customer enquiry or request? (working days)		2 days
Time to respond to a written customer enquiry or request? (working days)		5 days
Time to resolve a customer enquiry or request? (working days)		5 days
What percentage of calls are not answered? (5%, 10% or more)		5%
How long does it take to respond to voice mails? (hours)		N/A
Does the municipality have control over locked enquiries? (Yes/No)		No
Is there a reduction in the number of complaints or not? (Yes/No)		Yes
How long does it take to open an account to a new customer? (1 day/ 2 days/ a week or longer)		1 day
How many times does SCM Unit, CFO's Unit and Technical unit sit to review and resolve SCM process delays other than normal monthly management meetings?		once per month
<b>Community safety and licensing services</b>		
How long does it take to register a vehicle? (minutes)		30
How long does it take to renew a vehicle license? (minutes)		30
How long does it take to issue a duplicate registration certificate vehicle? (minutes)		40
How long does it take to de-register a vehicle? (minutes)		30
How long does it take to renew a driver's license? (minutes)		40
What is the average reaction time of the fire service to an incident? (minutes)		60
What is the average reaction time of the ambulance service to an incident in the urban area? (minutes)		30
What is the average reaction time of the ambulance service to an incident in the rural area? (minutes)		45
<b>Economic development</b>		
How many economic development projects does the municipality drive?		3
How many economic development programme are deemed to be catalytic in creating an enabling environment to unlock key economic growth projects?		2
What percentage of the projects have created sustainable job security?		1
Does the municipality have any incentive plans in place to create an conducive environment for economic development? (Yes/No)		No
<b>Other Service delivery and communication</b>		
Is a information package handed to the new customer? (Yes/No)		No
Does the municipality have training or information sessions to inform the community? (Yes/No)		Yes
Are customers treated in a professional and humanly manner? (Yes/No)		Yes


  
**MUNICIPAL MANAGER**

04 APR 2018

**Municipal Manager**

4/4/2018

DATE